

Alaska Traffic Records Coordinating Committee

MINUTES

January 15, 2014

Frontier Building, Room 934, 3601 C Street, Anchorage

1:30 am – 4:30 pm

Tele conf # 800-315-6338, meet me code 8532#

Attendance:

- Tiffany Thomas, DMV, Vice Chair
- Helen Sharratt, ACS
- Bonnie Walters, DOT&PF

On The Phone:

- Matt Walker, DOT&PF
- Michael Powell, ASAP
- Linn McCabe, APD
- Lt. Dave Hanson, DPS

Committee Members Absent:

- Quinn Sharkey, EMS
- Ambrosia Romig, ATR
- Marcia Howell, AIPC, Chair
- Troy Payne, UAA

Guests:

- Matthew Matta, DOT&PF, MS/CVE
- Lt. Rick Roberts, DPS

I. Internal Committee Business

- A. Approval of meeting minutes from December 11, 2013.
 - Helen moved to accept the minutes from December 11, 2013, Dave seconded, all were in favor and the motion passed.
- B. Section 408 Budget Spreadsheet – Nothing has changed on the spreadsheet since it was updated last month. The spreadsheet has been posted to the ATRCC website. Because our carryover grant money was designated as 408 and the new traffic records grant money under MAP21 is designated as 405 the spreadsheet was divided into two sections, one for each designation. Bonnie will talk to Stefanie about combining the data in the spreadsheet so that it is easier to read since they are all traffic records grants, regardless of the money designation.

II. Updates on Action Items from Previous Meetings

- A. Bonnie has still not heard from the AHSO about their 2014 schedule. The draft calendar has been included in the strategic plan without the AHSO listings and will be updated as soon as the information becomes available.

- B. Bonnie worked with Dena Snyder from Cambridge Systematics on compiling all of the strategic planning and project prioritization work into the strategic plan. Dena sent a draft final document today and as soon as Bonnie has a chance to look it over she will send it out to all the members. Take a look and if you see anything that needs to be corrected or feel that something has been left out, please contact Bonnie with that information. At this point we can consider the strategic plan final and can start working on the grant evaluation process for FFY2015 using the plan as a guide.
- C. Bonnie sent Linn information on the Executive Committee and Linn asked the Municipal Prosecutor, Cindy Franklin, if she would be interested in becoming a member. She accepted the invitation and has been added to the list of potential membership of the committee. Bonnie will put together a template for Linn to determine what kind of information that APD would like to include in the Resource Guide
- D. Bonnie sent out the 2014 meeting calendar invites to all members.
- E. Bonnie sent out the Executive Committee bylaws and the 408 budget close-out spreadsheet with the December minutes.

III. **Traffic Records Project Update:**

- A. This item was deferred to the February meeting. Since the quarterly report was due on January 15th, the update should occur in the month after the report is due. Project updates will be done at the February meeting, in line with the first quarter FFY14 quarterly reports. Bonnie will change this item on the calendar and notify the persons who will be tasked with updating the ATRCC on their grants.

IV. **Items for Discussion**

- A. **Executive Committee Bylaws Status** – The bylaws have been finalized. The next step is for Marcia, Helen and Bonnie to get together to draft an email explaining the purpose and objectives of an executive committee to be sent with the bylaws to prospective members. Helen stated that she was part of this group due to her status as the Vice Chair in 2013 and would defer to Tiffany as the new Vice Chair for this duty although she would be happy to help out with the process.
- B. **Update on AHSO's FFY14 calendar** – Bonnie is still waiting to hear from the AHSO in order to make sure that the ATRCC timeline aligns with the AHSO calendar for 2014. An updated draft of the calendar will hopefully be distributed prior to the February meeting for consideration.

V. **Other Short Business**

- A. **Review of the FFY2015 grant evaluation form and process:** A review and revision of the current grant evaluation form is on the calendar for February. Bonnie will send out a copy of the current form along with some suggestions for updating the document from

last years' experience. All members need to review the form and suggested updates and bring their ideas to the discussion. A review of the entire grant evaluation process will also be done at the February meeting. The main issue to be determined is whether or not the entire committee will be involved in the grant evaluation process rather than using a PEC sub-committee as was done last year.

- B. Helen asked Bonnie to put together a list of duties that she performs for the ATRCC and TraCS Committee so that when she retires there is a guide for what needs to be done on a monthly basis. Bonnie will put something together.
- C. DPS reported that a new Commissioner had been appointed last week. His name is Gary Folger and he was formerly the Director of the Alaska Wildlife Troopers. He has appointed Jim Cockrell as the new AST Commander. Rick reported that the direction DPS is planning to take with regard to their TraCS funding is to create a position within DPS to take over the duties that Dave Monroe now performs so that grant money will not be necessary to keep the program running in the future.

VI. Action Items as a Result of this Meeting

- A. Bonnie will send out a revised 2014 calendar for review as soon as she hears from AHSO.
- B. Bonnie will send out the final strategic plan that includes the potential project list and the project prioritization list as soon as possible.
- C. Bonnie will send Linn a template for the Resource Guide in order for APD to submit their information.
- D. Bonnie will send out the FFY14 grant evaluation form with some suggested updates. Members need to review and update the form for the February meeting.
- E. The next meeting is Wednesday, February 12, 2014 in the **OLD CRIME LAB CLASSROOM, ABI BUILDING, 5700 E. TUDOR ROAD, ANCHORAGE.**

Dave motioned to adjourn the meeting and Linn seconded. The meeting was adjourned at 2:34pm.

Next meetings:

- February 12, 2014 – Old Crime Lab Classroom, ABI Building
- March 12, 2014
- April 9, 2014
- May 14, 2014
- June 11, 2014
- July 9, 2014
- August 13, 2014
- September 10, 2014
- October 15, 2014 – Old Crime Lab Classroom, ABI Building
- November 12, 2014
- December 10, 2014

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated